



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
HELTRARON TWENTY EIGHT
7180 USS LONG ISLAND STREET SUITE 320
MILTON FL 32570-6101

IN REPLY REFER TO:

HT-28INST 1500.3B

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11 Oct 11

HELTRARON TWENTY-EIGHT INSTRUCTION 1500.3B

Subj: OFF DUTY EDUCATION/TUITION ASSISTANCE

Ref: (a) HT-28INST 1330.1A
(b) NETCINST 1560.3

1. Purpose. To promulgate administrative procedures concerning off-duty education at civilian schools/colleges and the application for tuition assistance.

2. Cancellation. HT-28INST 1500.3A

3. Discussion. Squadron personnel are encouraged to take advantage of courses at civilian educational institutions. Department Heads, Division Officers and Flight Leaders will support this type of training. However, it must be emphasized that the Squadron mission and military duties take priority. Personnel enrolling in civilian education will schedule courses so as not to conflict with their scheduled or anticipated duties. Department Heads/Flight Leaders may establish work day schedules to allow flexibility in course attendance. Fairness to those not attending school will be maintained.

4. Action. Enlisted personnel desiring to pursue off-duty education shall submit a Special Request/Authorization Form per reference (a) and Web TA per reference (b). Officers requesting to pursue off-duty education shall make a verbal request to their Department Head. Requests to attend off-duty education using tuition assistance and for adjustment of working hours may be included on one form. Additionally, the individual is responsible for contacting the Navy College Office upon disenrollment or completion of study. Tuition assistance forms may be obtained from www.navycollege.navy.mil under my education/Web TA.


M. C. THOMPSON

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